



Planning & Community Development

BED AND BREAKFAST BOARDING HOME PERMIT SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

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| <ul style="list-style-type: none"><input type="checkbox"/> City of Shoreline Permit Application (attached).<input type="checkbox"/> Critical Areas Worksheet (attached)<input type="checkbox"/> Site Plans – two (2) copies drawn to engineering scale.<ul style="list-style-type: none">• Name, address, and phone number of the person who prepared the drawing.• Graphic scale and north arrow.• All existing buildings, structures, fences, easements, driveways, and access roads.• Dimensions of all property lines.• Building setbacks for front, side, and rear property lines. | <ul style="list-style-type: none">• Parking layout.• Location of signage.• Significant topographic features such as: streams, rivers, wetlands, drainage swales, steep slopes, significant vegetation, etc.• Sight distance for all entries onto city streets.• Hardscape calculations.
<ul style="list-style-type: none"><input type="checkbox"/> Bed and Breakfast, Boarding House Floor Plan<ul style="list-style-type: none">• Number of bedrooms devoted to bed & breakfast or boarding use.• Maximum number of occupants to be housed. Note: Commercial building code applies for occupancy of more than 10 people. |
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Submittal Fees: \$145.00 hourly rate, 1 hour minimum.

Please note: Fees effective 1/2011 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

OTHER PERMITS THAT MAY BE REQUIRED:

Building Permit
Plumbing
Mechanical
Electrical
King County Health Department License

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".

8/2011

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Telephone (206) 801-2500 Fax (206) 546-8761 pcd@shorelinewa.gov

The Development Code (Title 20) is located at mrsc.org